King, Valerie A.

Subject:	CDC
Location:	OC- T1W1
Start:	Thu 10/3/2002 9:00 AM
End:	Thu 10/3/2002 10:30 AM
Recurrence:	(none)
Meeting Status:	Accepted
Required Attendees:	Milburn, Allyson M.; Joseph, Lucy; Poindexter, Kelli M.; King, Valerie A.

Greetings:

Lucy & I have been having a few conversations regarding the year end wrap up for the CDC team and transition process to new year. We thought, it might be better to have a scaled down meeting to outline necessary events to present to the team. If each of us would prepare a listing of items that we need to cover, hopefully, we will capture the majority. Below is listed, a few things that need to discussion. These items might help you start your list:

1) After the recent re-organization, Eartha, Brooks and myself are no longer under the RD&E directorate. This issue need discussion.

2) Solicitation process for new members.

3) Appointment of new chairs for committee.

4) Potential changes in scheduled events for new year.

5) Kraft Meeting

Please make every effort to attend!

Allyson Milburn-Jones
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